

PERSONNEL BOARD MEETING
Monday, April 3, 2017 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member

AGENDA

- Request to hold Elections for the positions of Chairperson and Vice-Chairperson.
- Request to approve the minutes of the March 13, 2017 Personnel Board meeting.
- Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received March 2017.
 - David AlonsoPublic Works Department
- Report of Leave without Pay for March 2017.
- Report of Civil Service Appointments for March 2017.
 - Mark SanchezFire Department
- Report of Civil Service Resignations for March 2017.
 - Robert GonzalezCommunity and Development
 - Isabella Remolina PaterninaCommunity and Development
 - Paulo Herrera GodinezConstruction and Maintenance
 - Marilys RiosEducation and Community Services
 - Steven KilbyFire
 - Armando AbranteParks and Recreation
 - Jorge AguilarParks and Recreation
 - Aramis Garcia, Jr.Parks and Recreation
 - Daniel AguilarPolice
 - Latoya James BanksPolice
 - Kenneth RobinsonPolice
 - Victor GilPublic Works
 - Bruno MonteverdePublic Works
- Report of Maternal/Paternal Leave for March 2017.
 - Jacques GazzolaFire Department
 - Emerly GuzmanPolice Department

8. Report of Leave of Absence for March 2017. **None.**
9. Request to certify the eligibility list for **Parks Crew Journeyman.**
10. Request to certify the eligibility list for **Police Lieutenant.**
11. Request to certify the eligibility list for **Police Officer.**
12. Request to abolish the 2014 eligibility list for the position of **Police Lieutenant** certified at the May 5, 2014, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).
13. Request to approve the **new** civil service classification and job description for the position of **Solid Waste Superintendent.**
Copy of **new** job description is attached.
Range 55 - \$1,785 - \$3,486 Bi-weekly
14. Request to conduct a Civil Service examination for the **Electrical Plans Processor/Inspector for the Community and Development Department (Miguel Mendez)** position with the following criteria:
 - a. In-house, Non-competitive
 - b. 60% Oral
 - c. 40% Education and Experience
 - d. Must obtain a minimum score of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.Copy of job description and resume are attached. No eligibility list on file.
Range 53 - \$1,506 - \$3,119 Bi-weekly
15. Request to conduct a Civil Service examination for the **Permit Technician I for the Community and Development Department (Stephanie Acosta)** position with the following criteria:
 - a. In-house, Non-competitive
 - b. 60% Oral
 - c. 40% Education and Experience
 - d. Must obtain a minimum score of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.Copy of job description and resume are attached. No eligibility list on file.
Range 48- \$1,099 - \$2,213 Bi-weekly

16. Request to conduct a Civil Service examination for the **Permit Technician I for the Community and Development Department (Maricela Vasquez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48- \$1,099 - \$2,213 Bi-weekly

17. Request to conduct a Civil Service examination for the **Plans Processor/Inspector for the Community and Development Department (Elier Martin)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 53- \$1,506 - \$3,119 Bi-weekly

18. Request to conduct a Civil Service examination for the **Plans Processor/Inspector for the Community and Development Department (Luis Alberto Moreno)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 53- \$1,506 - \$3,119 Bi-weekly

19. Request to conduct a Civil Service examination for the **Special Projects Coordinator II for the Community and Development Department (Clara Aldana)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

20. Request to conduct a Civil Service examination for the **Special Projects Coordinator II for the Community and Development Department (Kenia Fernandez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

21. Request to conduct a Civil Service examination for the **Special Projects Coordinator II for the Community and Development Department (Yaraisi Gonzalez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

22. Request to conduct a Civil Service examination for the **Director of Education and Community Services (Elizabeth Miro)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range - Management

23. Request to conduct a Civil Service examination for the **Purchasing Assistant for the Finance Department (Bryan Doce)** position with the following criteria:

- a. In- house, Non-competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 46 - \$979 - \$1,892 Bi-weekly

24. Request to conduct a Civil Service examination for the **Re-Certification Specialist for the Finance Department (Teresa Miyares)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48 - \$1,099 - \$2,213 Bi-weekly

25. Request to conduct a Civil Service examination for the **Information Systems Technician for the Information Technology Department (Carlos A. Galeano)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

26. Request to conduct a Civil Service examination for the **Systems Engineer for the Information Technology Department (Alex L. Gonzalez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 52 - \$1,418 - \$2,904 Bi-weekly

27. Request to conduct a Civil Service examination for the **Senior Systems Administrator for the Information Technology Department (Jesus Pedraza)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 55 - \$1,785 - \$3,486 Bi-weekly

28. Request to rescind the exam request approved on February 6, 2017 and conduct a civil service examination for the **Aquatics Manager for the Parks and Recreation Department** position with the following **new** criteria:

- a. In- house, Competitive
- b. 40% Written
- c. 60% Oral
- d. Must obtain a minimum score of 70% on the written in order to be eligible to sit for the oral portion.
- e. A passing score of 70% must be obtained on the oral portion.
- f. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and eligibility list are attached.

Range 48 - \$1,099 - \$2,213 Bi-weekly

29. Request to rescind the exam request approved on February 6, 2017 and conduct a civil service examination for the **Assistant Aquatics Manager for the Parks and Recreation Department** position with the following **new** criteria:

- a. In- house, Competitive
- b. 40% Written
- c. 60% Oral
- d. Must obtain a minimum score of 70% on the written in order to be eligible to sit for the oral portion.
- e. A passing score of 70% must be obtained on the oral portion.
- f. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 47 - \$1,077 - \$2,033 Bi-weekly

30. Request to conduct a Civil Service examination for the **Accountant for the Public Works Department (Carmen Pulgarin)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 51 - \$1,320 - \$2,692 Bi-weekly

31. Request to conduct a Civil Service examination for the **Budget Analyst for the Public Works Department (Daniel Oreda)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 32 - \$1,418 - \$2,904 Bi-weekly

32. Request to conduct a Civil Service examination for the **Budget Analyst for the Public Works Department (Haydee Rodriguez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 32 - \$1,418 - \$2,904 Bi-weekly

33. Request to conduct a Civil Service examination for the **Solid Waste Supervisor II for the Public Works Department (Jose Soberon)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

34. Request to conduct a Civil Service examination for the **Solid Waste Superintendent for the Public Works Department (Yasmani Diaz)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 55 - \$1,785 - \$3,486 Bi-weekly

35. Request to hear **Unfinished Business.**

36. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, May 1, 2017 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.